



STATE REPRESENTATIVE
INA MINJAREZ

DISTRICT 124
BEXAR COUNTY

Fall Intern (Unpaid) District Office

State Representative Ina Minjarez is seeking a highly motivated and energetic applicant for a part-time unpaid Fall internship position in our District Office, **beginning September 10th**.

Who you are...

- ✓ Currently enrolled as an undergraduate or graduate student;
- ✓ Express an interest in serving our community;
- ✓ Work well with others as a team in a close office environment;
- ✓ Possess strong research and writing skills;
- ✓ Familiar with standard Microsoft Office suite programs;
- ✓ Ambitious and ready to learn.

Duties will include:

- Greeting office visitors and guests;
- Answering phones, general clerical duties and data entry;
- Assisting with constituent case work and correspondence;
- Providing support with community outreach, event planning, and communications;
- Attending public events, receptions, and networking opportunities in San Antonio;
- Performing other administrative tasks and duties as directed.

To Apply:

Interested candidates should send a one-page resume, cover letter with availability and a list of at least two references with "District Office Internship" in the subject line to nar.dorrycott@house.texas.gov.

The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.